

Service Education, Inc.
Thompson, NY
Fall 2016



Service Education, Inc.
790 Canning Pkwy
Suite 1
Victor, NY 14564
585-264-9240
www.nycourts.us

Recent Changes -Ver 16.10B

Fixed a problem with the codes in drop-down lists being out of order

Includes a new version of the On-Line Help Manual which opens properly under Windows 10

Updated the web link for the eJustice Portal Log-in to <https://www.ejustice.ny.gov>
Select from HELP->Website Links->eJustice Portal Login

Added a button to the end of the last name field on the 'Add Case' and 'Bail Utility' screens. The button works the same as the "Name Lookup" button on these screens. The button was added to help remind users to look up existing names rather than risk entering names multiple times- important if you Merge cases.

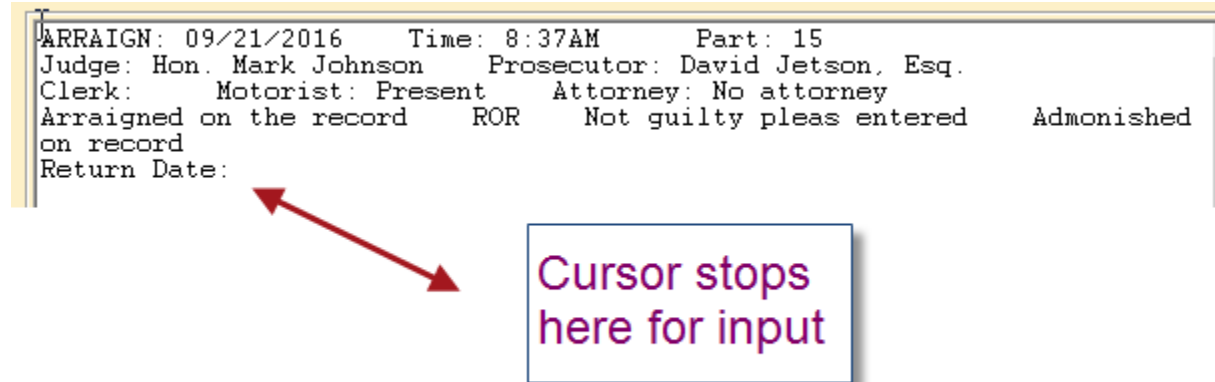
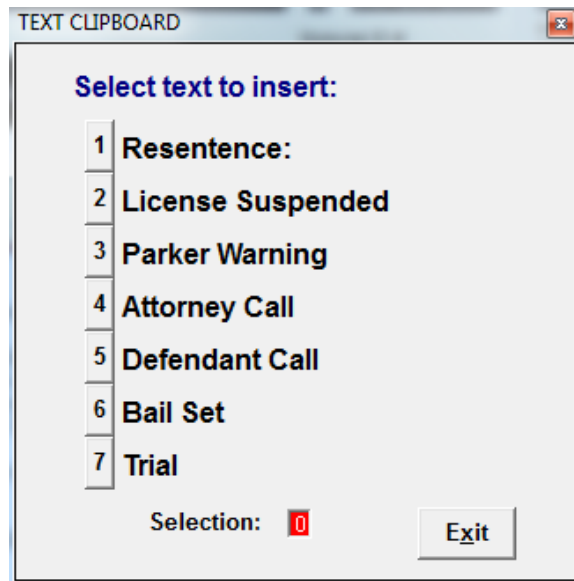
The screenshot shows a software window titled "Add New VTL Case" with a subtitle "Index_No: Temp7885". It features an "Exit" button and three tabs: "Name", "Charges", and "Notes". The "Name" tab is active, displaying a "DEFENDANT:" section with input fields for "Last", "First", "Address", and "City". The "Last" field contains the text "Pine". A "Name List" dialog box is open, showing a search for "PINE". The dialog has a "Seek" field with "PINE" and a "Name" column. Below this is a table with columns "Name", "DOB", "Address", and "Alerts".

Name	DOB	Address	Alerts
Aimee L. Pine	/ /	125 Elm Street,	

“Boiler Plate” text in NOTES

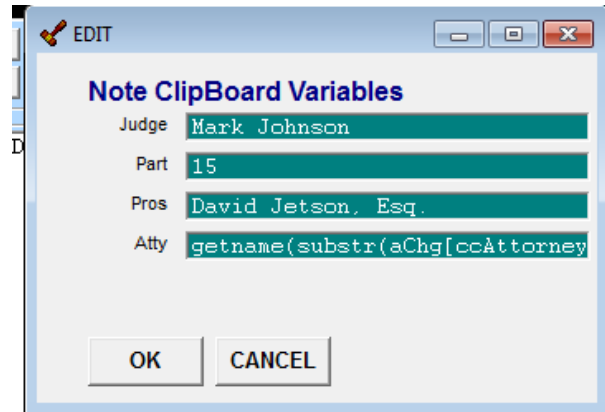
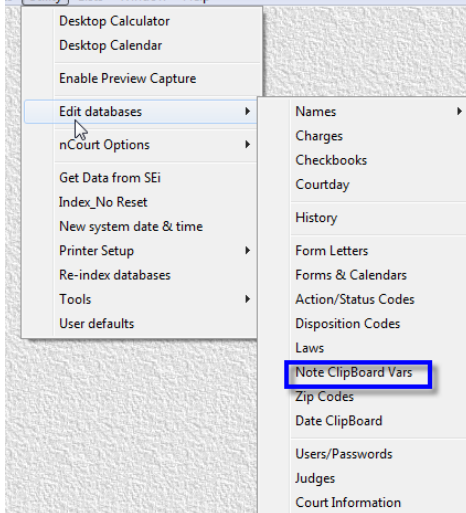
Quickly add to notes by creating a list of frequently used text. SEi will help you set this up, and start the Notepad file list. You can add to list as needed

Once set up, in Notes, touch the F5 key to initiate



Notes

There are options for positioning the text at either the top or the bottom of the notes screen. Identify what information is included using the looping option. Choose multiple text items at the same time.



Credit Card Reader

A screenshot of a software interface for a credit card reader. The interface has a yellow background. At the top, there are four buttons: 'Send Letter', 'Update Address', 'Show Notes', and 'QWV Data'. Below these, there is a section with a 'State Fees' button and a red-outlined 'Accept Card' button. At the bottom, there are several input fields: 'Enter Check No.' with a green bar, 'Assign Date' with a date picker, 'Comment' with a text field containing 'Plea by Mail', and 'Today's Date' with a date picker showing '10/12/2018'.

No dedicated phone line
No involvement with fee (3.5%)
Partial Payments accepted
One reader for all judges

Update/close case with payment
Accepts credit/debit/Apple/Android Pay
Bail, Misc fees, SLF, Parking
Only one receipt on regular paper

NO COST TO THE COURT

Sample Receipts

Someburg Town Court
123 Elm Street
Someburg, NY 14623
(585) 555-1212

Hon. James F. Brown
JFB:xYz

CASE: 15050018 RECEIPT: 1011889

DATE: June 2, 2015

Method of Payment: Credit Card

FOR: Fastman

BY: Fastman

Fine/Fee Payment

FINE: 47.00 SCHG: 63.00 CIV: 0.00

BAIL: 0.00 OTHER: 0.00

[Charges]

1T26009W VTL 0375 31 \$ 110.00

TOTAL CHARGES: \$ 110.00

PAID IN FULL

Someburg Town Court

June 2, 2015

Fastman
125 Elm Street
Lakeville, NY 14480

123 Elm Street
Someburg, NY 14623
Phone: (585) 555-1212

Receipt # 1011889

Case no: 15050018

Paid by: Fastman

Reason: Fine/Fee Payment

	Fine	Surchg	Civil Fee	Bail	Other	Total
Amount Received:	47.00	63.00	0.00	0.00	0.00	110.00

Ticket #	Statute/Section	Charge Text	Disposition	Fine	CivFee	SurChg
1T26009WFP	VTL 0375 31	MUFFLER VIOL	Fine/fee	47.00	0.00	63.00

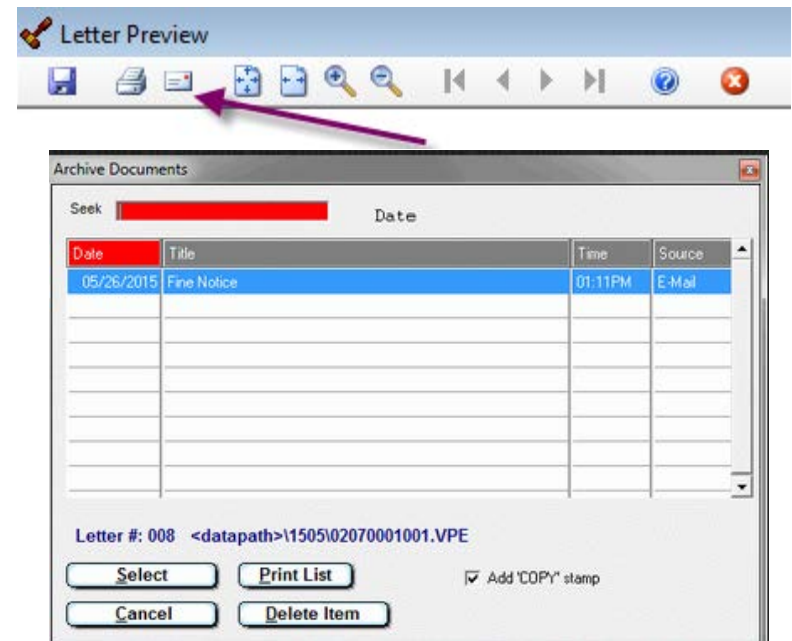
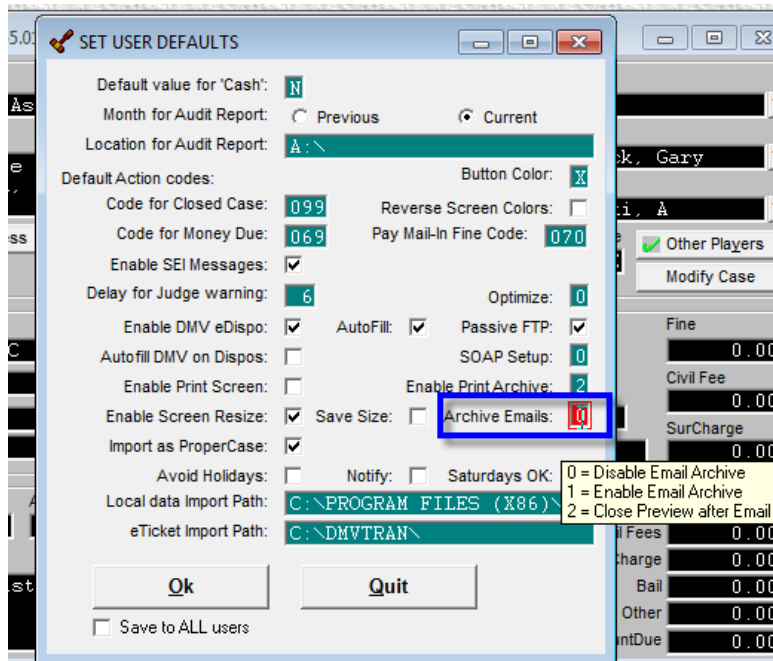
Paid In Full

Method of Payment: Credit Card

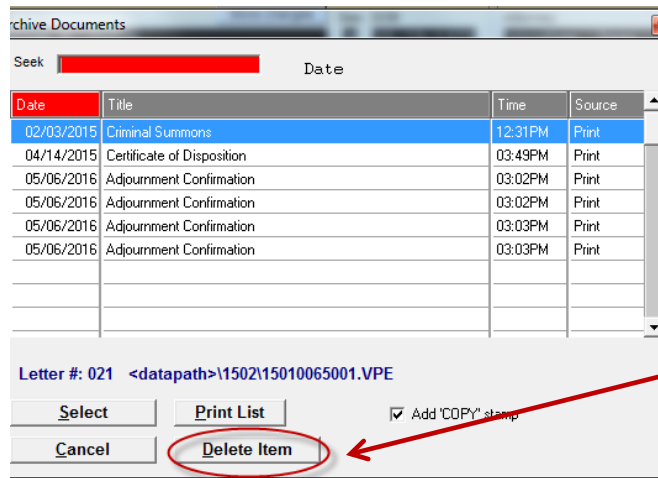
Judge James F. Brown

Can I email from The CRP (and keep an archive in the Archive Letters list)?

Yes, any document you preview in CRP can be emailed. If it's case related, it can be added to archive list. Call our office for help enabling email archive.



Delete from Archive Letter List



Archive Documents

Seek Date

Date	Title	Time	Source
02/03/2015	Criminal Summons	12:31PM	Print
04/14/2015	Certificate of Disposition	03:49PM	Print
05/06/2016	Adjournment Confirmation	03:02PM	Print
05/06/2016	Adjournment Confirmation	03:02PM	Print
05/06/2016	Adjournment Confirmation	03:03PM	Print
05/06/2016	Adjournment Confirmation	03:03PM	Print

Letter #: 021 <datapath>\1502\15010065001.VPE

☒ Add 'COPY' stamp

Delete documents from
Archive list (archived,
scanned or emailed)

Blank Letter with Letterhead

Create a blank letter with court letterhead by doing the following

UTILITY->Edit Databases->Form Letters

Click NEW to add a new letter – program generates the letter number

Set the heading style and option for showing charges. These can be changed on a letter by letter basis, depending on the letter

Show Letter Words

Type in ^M (^ is the Shift 6)

Save/Exit

Use this letter on any case. You will be presented with a blank screen where you type in the letter text. It is saved on the case in Notes, as well as archived, if you use that option.

The screenshot shows the 'Edit Form Letters' window. At the top, there are navigation buttons: Top, Prev, Next, Bott, Find, New, Del, Save, and Exit. Below these are two main buttons: 'Print Letter List' and 'Print Letter Format'. The form fields are as follows: LETTER NO (125), JUDGE (ZZZ), NAME (Blank Merge Letter), TO ATTORNEY (T), HEAD STYLE (1), DAYS (0), DATE TIME (N), SHOW CHARGES (N), CIVIL 2 BOTH (F), LETTER HEAD (T), COPIES (01), and GRAPHIC (empty). There are two red arrows pointing from the HEAD STYLE and SHOW CHARGES fields to callout boxes. The first callout box says 'Change this, depending on letter' and the second says 'Set to All, Some or None'. At the bottom, there are buttons for 'Show Letter Words', 'Preview/Print', 'Import', and 'Export'. A small note at the bottom left states: '*T* if a copy goes to both parties in a civil case, otherwise *F*'. The status bar at the bottom right says 'Last edit: 10/17/16 by xYz'.

The screenshot shows the 'Edit Form Letters' window with the letter text input area. The top navigation buttons and 'Print Letter List'/'Print Letter Format' buttons are the same. The form fields are: LETTER NO (125), JUDGE (ZZZ), NAME (Blank Merge Letter), TO ATTORNEY (T), HEAD STYLE (1), DAYS (0), DATE TIME (N), SHOW CHARGES (N), CIVIL 2 BOTH (F), LETTER HEAD (T), COPIES (01), and GRAPHIC (empty). The main text area is empty and contains the text '^M' at the top left. At the bottom, there are buttons for 'Hide Letter Words', 'Preview/Print', 'Import', and 'Export'.

What can I do with Letters on a case?

Onetime edit to a letter for an individual case:

Select Letters to send.

Enter letter number: 7E

-A gets rid of All letters in list

Enter letter number: -A

-# gets rid of one letter

Enter letter number: -2

Previous letters sent.

1 01/12/2015 Arraignment Memorandum Alternate (039)
2 02/24/2015 Supporting Deposition (014)

N# - letter will not be listed in Letters Sent

Enter letter number: N7

Fees (SLF, DNA) don't show on letters

Patrick A. Picard
125 Elm Street
Nunda, NY 14517

Case Number: 09050147
Viol. Date: 05/27/2009

Ticket Number	Statute/Section	Charge Text	Disposition	Fine	SurChg
3E14020SSP	VTL 1180.0B	Speeding 70/55	Fine/SC	95.00	85.00
				Previous Payments: \$ 60.00	-
				State mandated Scofflaw Lift Fee: \$ 70.00	
				Total Due: \$ 190.00	

Scoff lift fee
added to
amount due

Import a new letterhead #5 over the existing LH#5. There are a few options, which will show the fees on the letter. You might want to try LH_005_ALL_STATE_FEE_OPTIONS.FRM (11/6/12)

Fine Notice

Sex Offender Fee: 0.00

DNA Registry Fee: 0.00

Sex Offense Victim Fee: 0.00

OK CANCEL

Fine Notice

Number of Charges 'Scoffed': 2

OK CANCEL

NOTE, the fine notice may need to be updated so the text of the letter refers to the SLF being due. The letter will work whether you use the “Scofflawed” action code or define the number of days until the scoff takes effect. There is a DNA fine notice to be imported

Are there Case Search shortcuts?

Yes Search from the Name field using the special character as the first character in the field and entering your specific search criteria

BIRTHDAY *12/20/1990

TICKET# @ XXXXXXXXXXXX

RECEIPT # =123456

REFERENCE >MALL

COMPANY (in Name Field) /BIG BUSINESS

- Access the list of all the Speed Key combinations under HELP on our website (www.nycourts.us or HELP->Website Links->SEi Website)

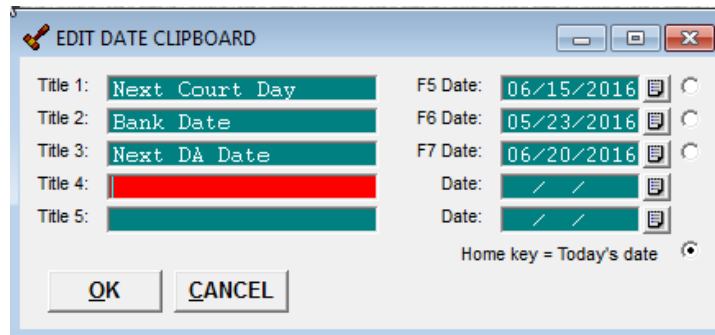
Can I print all Case Histories for a defendant with multiple cases?

Yes, but you probably need to import a new 'letter' **CASE_HISTORIES.LTR**

Select this as a letter from the case and all histories print for the defendant, provided the same name record was used when entering the case.

Date Clipboard Shortcut

Date Clipboard Set keys to specific dates. These settings are based on password Utility->Edit Databases->Date Clipboard)



Use the keyboard or click the applicable button on the Case Search Screen

<F4> Inserts current date in Notes **<F5>** Opens auto data input in Notes

- + **Inserts** current date in an **empty** date field or **Increases** date by 1 day at a time
- Decreases date field by 1 day at a time

What is the DOB Age(xx)

If the defendant was 18 or younger at the time of the crime the message **DOB (Age-xx)** displays above the date of birth. IF the age appears unrealistic ie. **DOB (Age-2)**, the crime date is probably incorrect. To fix, click Modify Case->Case Modification->Edit Charge Record and correct the crime date.

What are the Alert and Tickler fields?

ALERT - set a flag on the defendant's name. The Alert field is completely free-form so any text, numbers or symbols can be entered. **NOTE: An entry in the Alert field triggers the flag.** Anywhere the defendant's name appears, the Alert flag displays. Edit the Name and Address screen to add or delete the Tickler and/or Alert.

TICKLER - Use the Tickler field to describe the Alert. Again, this field is completely free form so Use any letters numbers or symbols. Both fields do not have to be used, but only the Alert field triggers the flag.

SEi Website

Be sure to check our website from time to time for Update information, announcements of new forms and letters added to the program, as well as our newsletter, help information and User Group meetings



Thank you

- Contact Information:
Service Education, Inc
790 Canning Parkway, Suite 1
Victor, NY 14564
- 585-264-9240 – phone
- 585-924-2379 - Fax
- marty@nycourts.us
- terry@nycourts.us

